



Subject: Comprehensive Documentation to Assist with Data Gathering for Minority Vendor Reporting Available on uPerform

Audience: Procurement Directors, Finance Directors

The SCEIS Team has received some questions from agencies related to data gathering for minority vendor reporting. To assist agencies with this process, the SCEIS Team has developed comprehensive documentation, which is available at the following link:

<https://upperform.sc.gov/gm/folder-1.11.17495?originalContext=1.11.17890>.

You can also access this documentation through the Business Warehouse Reporting Publications page, under the Materials Management heading (<http://www.sceis.sc.gov/page.aspx?id=210#MM>). To navigate to the Business Warehouse Reporting Publications page from the SCEIS homepage (www.sceis.sc.gov), just point your mouse to "Reporting" in the left-hand navigation bar and select "Business Warehouse Reporting Publications" from the menu that appears.

If you have any questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link: <http://www.sceis.sc.gov/requests/>.